

Security Information

15 January 1953

MEMORANDUM FOR: Assistant Director (Personnel) ✓
Chairman, Efficiency Awards Committee
Personnel Director
Advisor, Efficiency Awards Committee
Comptroller
Chief, Organization and Methods Service

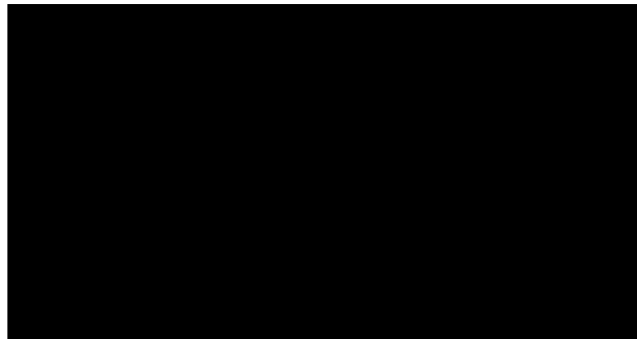
FROM: Secretary, Efficiency Awards Committee

SUBJECT: Meeting of Efficiency Awards Committee

1. The Efficiency Awards Committee will meet on Thursday, 22 January 1953, at 2:00 P.M. in Room 115, North Building.

2. For initial Committee consideration there are ten employee suggestions:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.



These suggestions, together with the evaluations prepared for each, are summarized in Tabs 1 through 10 accompanying this memorandum.

3. Also awaiting consideration of the Committee is a recommendation for a Superior Accomplishment award for:

[REDACTED], Office of Operations

A copy of the recommendation received on behalf of this employee is attached as Tab 11.

4. The suggestion of [REDACTED] OCD, on which the Committee deferred action pending further evaluation is included for Committee decision (Tab 12).

FOR THE CHAIRMAN, EFFICIENCY AWARDS COMMITTEE

[REDACTED]
Secretary

25X1A

Attachments:
Tabs 1 through 12

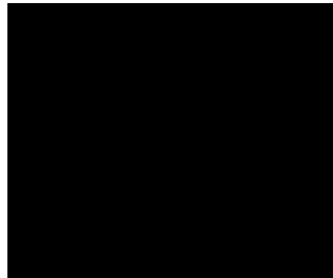
SECRET
Security Information

SECRET

Security Information

SUGGESTIONS

25X1A



Tab 1
Tab 2
Tab 3
Tab 4
Tab 5
Tab 6
Tab 7 thru 10
Tab 12

SUPERIOR ACCOMPLISHMENTS

25X1A



Tab 11

SECRET

Security Information

RESTRICTED
Security Information
Employee Suggestion - [REDACTED]

25X1A

A. Information about the Suggestor:

25X1A

[REDACTED] GS-9, Electrical Engineer, RND, Office of Communications

B. Summary of the Suggestion:

The suggestor states that a much thinner paper, such as Manifold tissue, yellow CIA stock #2P-3060 be used in printing Form 36-24, Property Turn-in or Transfer slip.

C. Present Method:

At present, Form 36-24 is printed on a heavier stock paper and the suggestor states that it is often necessary to write in clarifications on the carbon copies.

D. Proposed Method:

Under the proposed method a thinner type tissue would be employed.

E. Estimated Savings:

The suggestor makes no estimate of monetary savings, although he states that he believes a monetary saving would be realized, that a certain amount of paper stock would be saved, and better carbon copies would result and that inter-office correspondence involving these forms would meet with increased efficiency.

F. Evaluation:

Chief, Organization & Methods Services states that a revision in procedures pertaining to the processing of Form 36-24 is pending which has the effect of nullifying this suggestion. Under these revised procedures provision is made for the preparation of Form 36-24 in only three copies instead of the great number heretofore used, thus eliminating the need for thinner manifold paper. While there would be a monetary saving resulting from the use of manifold paper stock it would be so small that a presentation of the comparative figures would hardly be justified.

NOTE:

Disapproval of this suggestion appears indicated for the reasons stated above although a letter of commendation seems warranted in view of the pending revision of the SF 36-24 procedure.

RESTRICTED
Security Information

RESTRICTED

A. Information about the Suggestor:

25X1A

25X1A

[REDACTED] GS-5, Appointment Clerk, [REDACTED]

T&R Branch

B. Summary of the Suggestion:

Combine forms 51-9 and 51-10 (Record & Routing Sheets) in a single form on the cheaper grade of paper on which form 51-9 is now printed.

C. Present Method:

At present two record & routing sheet forms are used: the 51-9, upon which the "Free", "Restricted", and "Confidential" designations appear and the 51-10, on which the single designation "Secret" appears. The 51-9 is blue and the 51-10 is pink.

D. Proposed Method:

Any arbitrary color may be chosen for the form. On the top and bottom of it the four designations "Free", "Restricted", "Confidential" and "Secret" would appear in capital letters. Other than the addition of the "Secret" designation, the format and wording of the form would remain the same.

E. Savings Estimated:

Monetary savings of \$919.51 annually are estimated. Additional savings are estimated as a result of the reduction in the number of forms in use in terms of reduced storage space for forms, less confusion as to which form should be used and conversely increased efficiency, etc.

F. Evaluation :

The Deputy Chief, Security Control Staff states that that Office would "interpose no security objection to the combination of forms 51-9 and 51-10 (Routing and Record Sheet) into one form as suggested ..."

[REDACTED] of Organization and Methods Service states that ... "the suggestion is an excellent one inasmuch as it would reduce the number of forms now in use---monthly average (consumption) of the two forms is 103,449 per month."

NOTE:

A certificate of commendation and a cash award of \$50.00 seem to be indicated in this case.

RESTRICTED
Security Information

A. Information about the Suggestor:

25X1A

[REDACTED] GS-7, Office of the Director

B. Summary of the Suggestion:

The suggestion is one for binding cable forms (Form 35-80) at the bottom rather than at the top of the form.

C. Present Method:

At present, the cable forms are bound at the top.

D. Proposed Method:

Under the proposed method the cable form would be bound at the bottom. The suggestor states that this procedure would enable the typist to make corrections without removing the cable from the typewriter and thus use the regular ditto correcting procedures.

E. Estimated Savings:

No monetary savings were submitted in connection with this suggestion. Non-monetary savings in the form of increased efficiency in the typing of cables were referred to in the paragraph above.

F. Evaluation:

The Cable Secretary, in evaluating this suggestion, stated that "....the advantage which would be gained by binding Form 35-80 at the bottom would be more than outweighed by the disadvantages....the difficulties encountered in correcting the Ditto master under the present system---- could be eliminated by slitting the form at the top between the Ditto and the Ditto carbon.....Since a Cable Routing and Record Sheet must be affixed to the cable form, either by stapling or clipping, there is little danger of the portions of the cable form becoming permanently separated The principal disadvantages which would accrue if the cable form were bound at the bottom are as follows:

a. It is difficult to feed a form which is bound at the bottom through a typewriter.

b. Habitually, the Routing and Record Sheet is clipped or stapled to the upper left hand corner of the cable form. With the form bound at the bottom and stapled at the top, it would be impossible for the authenticating, coordinating, and releasing officials to affix their signatures or initials or to amend the cable without unstapling the Form and removing the protective sheet. After the Form leaves Message Center, it would be difficult to check proper release of the cable without again unstapling the form and checking the Ditto Master

RESTRICTED
Security Information

Security Information

NOTE:

Disapproval of this suggestion appears to be indicated for the reasons given in the evaluation. A letter explaining reasons for disapproval, commending individual for interest; inviting continued participation in suggestion program is recommended.

RESTRICTED

A. Information about the Suggestor:

[REDACTED], GS-9, Intelligence Officer, Electric Power Branch
Services Division, ORR

B. Summary of the Suggestion:

It is suggested that a directive be issued standardizing date denotation in all CIA components and, if possible, in the entire intelligence community. [REDACTED]

C. Present Method:

Under the present methods of procedure various denotations of dates are used which often result in confusion and misinterpretation.

D. Proposed Method:

Under the proposed method a uniform date designation would be used and the recommended standard is to set forth first the number of the day, second the first three letters of the month and lastly the year.

E. Estimated Savings:

No monetary savings are estimated although the suggestor points out that such standardization would increase efficiency both for the typist or originator of the document or memo and for the recipients thereof.

F. Evaluation:

The Chief, Organization and Methods Service in evaluating this suggestion called attention to [REDACTED] dated 17 February 1950, subject, writing of dates within CIA which reads as follows:

"Reference requires that within CIA dates be written in the day-month-year form, i.e., 17 February 1950. It forbids use of skeleton style 5/1/50."

"Noncompliance with this directive by various CIA units is causing confusion within the Agency and attention is directed to the reference for strict compliance."

However, further investigation in evaluating this suggestion prompts the comment that older issues of CIA notices are not generally brought to the attention of employees and that instructions communicating such notices often lapse by default if not reissued in permanent issuances.

NOTICE:

Accordingly, it is proposed that action be taken to incorporate a standard date identification system in permanent regulations and to award the suggestor appropriately. It is suggested that the award of a certificate of commendation, and possibly \$10.00, would be appropriate in this case.

RESTRICTED
Security Information

A. Information about the Suggestor:

25X1A [REDACTED], GS-9 Requirements Branch, General Services Staff, OSI

B. Summary of the Suggestion:

The suggestor proposes that carbon black or fine graphite be added to the formula for government issue red stamp pad ink so that security classification stamping will reproduce on thermo prints in the thermo-fax machine method of reproduction. [REDACTED]

C. Method:

At present the red stamp pad inks used in stamping security classifications on various documents usually do not reproduce under the thermo-fax process which means that the possibility of security violations results.

D. Proposed Method:

With the addition of the proposed materials on security classifications stamping undergoing the thermo-fax process would reproduce satisfactorily.

E. Estimated Savings:

The suggestor makes no estimate of monetary savings.

F. Evaluation:

The Acting Chief, Security Division, I&SO, has prepared the following comments:

1. It is believed that insofar as documents classified secret, Confidential, and Restricted are concerned, the employee's suggestion merits attention. However, it should be pointed out that particular care would have to be taken by the operator of the Thermo-Fax to ensure that the classification was clearly duplicated.

25X1A 2. Insofar as documents classified Top Secret are concerned, attention is called to CIA Regulation [REDACTED] which requires that the classification of such documents must be indicated in red in all instances. This would preclude the use of the Thermo-Fax for duplicating the classification of Top Secret documents.

3. Generally speaking, this office has no objections to the use of such special ink for classifying Secret, Confidential and Restricted documents. However, it is believed that the security hazard arising from use of the special ink would be nearly as great as that existing under present procedure due to the confusion which would arise during the transition period when some documents would be stamped with the special ink while others

would not, and also due to the fact that all the older documents of this and other agencies would not be stamped with the special ink and therefore would not duplicate the classification.

NOTE:

In view of the foregoing comments no recommendation is made concerning the suggestion.

RESTRICTED
Security Information

A. Information about the Suggestor:

25X1A [REDACTED], LB-9, FI/RQM/RC

B. Summary of the Suggestion:

25X1A The suggestion is one which has already been placed in operation by [REDACTED] division. It is a new technique for the insertion of the sulphite paper used in the multi-lith process in the reproduction of reports. Adoption of this technique has reduced the time of each individual operation from about 14 to 4 seconds.

C. Prior Procedure:

Under the prior method of operation a copy of each report had to be reproduced on white sulphite paper for the files of Records Management. This involved an extra machine operation because of the different type of paper that had to be used.

D. Present Procedure:

Under the present procedure a reduction in the time of operation has been realized. Approximately 2,000 reports averaging two pages are run per month. This means a total of 4,000 pages or a saving of 40,000 seconds or 666 minutes.

E. Estimated Savings:

25X1A The Chief, FI/RQM in forwarding the suggestion stated that 11 working hours per month and approximately \$18.00 per machine including maintenance costs had been realized with the adoption of [REDACTED] suggestion. A total of three machines are used bringing the average savings to \$54.00 a month or \$648 per year.

F. Evaluation:

25X1A No further evaluation was determined necessary, although an examination of a possible wider application of [REDACTED] suggestion might prove worthwhile.

NOTE:

This suggestion appears to deserve a certificate of commendation and a cash award of \$30.00.

Security Information

A. Information about the Suggestor:

25X1A

[REDACTED], Geographer, ORR, D/GG, GS-11

B. Summary of the Suggestion:

The suggestion proposes that the Geographic Division of ORR and/or the CIA Library photostat the American Geographical Society Research Catalogue and arrange with the Society to receive copies of new cards as they are added.

C. Present Method:

At present the catalogue is available only on microfilm and the film covers only those cards prepared up to 1941.

D. Proposed Method:

Under the proposed method the catalogue cards would be photostated and, according to the suggestor, could probably be adapted to machine sorting methods, should this ever prove necessary or desirable.

E. Estimated Savings:

No monetary savings are estimated. However, the suggestor states that having the catalogue accessible in this form to the Geographic Division and other CIA units would speed up and improve the quality of their research, and might enable them to make a particularly valuable contribution to the accuracy and completeness of NIS Chapter IX.

F. Evaluation:

25X1A

[REDACTED] of the Office of Collection and Dissemination states that it is the consensus of opinion at the CIA Map Library and the main CIA Library that existing channels of access to AGS (microfilm catalog, Current Geographical Publications and liaison) are adequate to maintain CIA needs. The suggestion, if adopted, would increase the convenience of access to AGS sources for CIA researchers. The information itself is already in the Agency. There would be significant housing and maintenance costs. The proposal would not constitute a new and essential service unless and until CIA embarked on a program of overt, union cataloging for purposes of research and disaster insurance. It is doubted that adoption would materially improve Agency functions. Monetary savings would certainly be small. In the event of adoption of the proposal, the CIA Library recommends that the catalogue be housed and maintained in the CIA Map Library.

NOTE:

In view of the foregoing comments no recommendation is made as to whether or not this suggestion merits an award.

10-11-61
Quality Information

RESTRICTED

A. Information about the Suggestor:

25X1A [REDACTED] Geographer, ORR, D/GG, GS-11

B. Summary of the Suggestion:

The suggestion proposes that the Geographic Division or other CIA units survey and report on their findings regarding systematic map plotting methods and the contribution which these methods might make to the solution of basic intelligence problems.

C. Present Method:

Not applicable.

D. Proposed Method:

Under the proposed procedure, all available data on a particular relationship that come to hand during a particular period of time will be placed on a map. Such a procedure over a period of time develops normal patterns of development and operation so that it is possible during later periods to identify quickly deviations from the normal patterns.

E. Estimated Savings:

No monetary savings have been estimated. However, the suggestor is of the opinion that systematic plotting might be an unusually effective means of recording and evaluating various activities.

F. Evaluation:

The Acting Assistant Director (A-AD/ORR) says that this suggestion does not appear to involve the application of any new method previously unknown to components within CIA and the suggestion is not considered sufficiently significant to warrant an award. The AD/OCD states that OCI is already fully aware of the method outlined and has used similar methods in some of its efforts. A systematic map plotting method of analysis is useful in attacking many intelligence problems, but it is apt to be rather expensive and hence should be applied on a highly selective basis.

NOTE:

Disapproval of this suggestion seems indicated by the foregoing comments.

RESTRICTED
Security Information

Employee Suggestion - [REDACTED]

25X1A

A. Information about the Suggestor:

25X1A [REDACTED], Geographer, ORR, D/GG, GS-11

B. Summary of the Suggestion:

The suggestion proposes that a special typing course be established for employees whose duties require considerable writing but who do not know how to type.

C. Present Method:

The suggestor states that under present methods of operation much clerical energy is now devoted to typing preliminary drafts written in longhand by analysts who could easily learn to do all or part of their own rough draft typing.

D. Proposed Method:

Under the proposed method, employees presently doing a considerable amount of rough drafts in long hand would attend classes especially established for them in order to learn the rudiments of the touch typing system so that they, themselves, could prepare their material in typewritten form thus eliminating the preparation in longhand stage.

E. Estimated Savings:

No monetary savings are estimated. However, the suggestor estimates that this procedure would:

1. Speed up production.
2. Improve quality of writing.
3. Take some pressure off the limited pool of available clerical help.
4. Might have a salubrious effect on the agency-wide attitude toward typing. The requirement of typing instructions for all who could profit by it might do much toward eliminating the stigma attached to it by those employees who feel that performance of such work is damaging to their prestige or professional standing.

F. Evaluation:

The Director of Training states that since some of the people enrolled in the Typing I class at the Clerical Refresher Course have been analysts and other professional individuals desiring to learn or to improve their typing, it would seem that provision is already made for the type of training recommended in the suggestion. There is a new course beginning every fourth week, and in the interim week when no regularly scheduled courses are offered, both instructors take on individual projects as needed. For these reasons, it seems apparent that a possible Agency need is being met but that wider dissemination of this information may be desirable. The Chief, Organization & Methods Service has submitted the following comments:

Security Information

Security Information

1. A great deal of practice is necessary to gain facility in touch typing.
2. The initial reaction is that typing is slower than longhand and the Agency personnel would not persevere until a good speed was acquired.
3. It violates the principle of the subdivision of labor, and would use the time of an expensive man for doing tasks which should be done by less expensive help.
4. If there is much longhand writing to be done it would seem that the better solution would be to use a dictaphone.
5. To set up an extensive course in typewriting with a large number of machines and instructors would be prohibitively expensive.

NOTE:

This suggestion does not appear to merit an award; however, a letter of commendation is recommended.

Security Information

Security Information
Employee Suggestion - [REDACTED]

25X1A

A. Information about the Suggestor:

25X1A

[REDACTED], Geographer, ORR, D/GG, GS-11

B. Summary of the Suggestion:

The suggestion is one for utilizing the services of prison inmates possessing appropriate linguistic skills in translating the bulk of non-sensitive materials requiring translation by the Agency in the production of intelligence estimates.

C. Present Method:

At present a considerable backlog in the translation of material of this nature has developed because of the vast amount of such material requiring translation.

D. Proposed Method:

Under the proposed method arrangements would be worked out with prison officials for "farming out" translating jobs of this type.

E. Estimated Savings:

No monetary savings are estimated. However, the suggestor states that the following benefits would accrue under the proposed procedure:

- a. A breaking of the Agency's translating bottleneck.
- b. Exploitation of a national asset not previously utilized.
- c. The development of a roster of well-dispersed linguistic talent that might prove valuable in a national emergency.
- d. A per word cost to the gov't. which would probably be less than that paid for translations produced by full-time government employees, even if prevailing private translation rates were paid.
- e. CIA translators could concentrate on sensitive material.
- f. Improvement of outlook and morale and speedier rehabilitation of the inmates by reason of their constructive contribution to the national welfare.

F. Evaluation:

The Office of the General Counsel is of the opinion that "the law would clearly seem to prohibit direct contact by representatives of this Agency with Federal Prison officials". The CIA Security Officer states that "Inasmuch as the suggestion does not contemplate the disclosure of classified material, the question of a security clearance is not raised. However, it is felt that CIA, as an agency of the Federal Government requiring the respect of other governmental departments and the public, should not be placed in a position where it would have to justify the use, even for routine

translating, of convicted criminals in prisons". The Acting Chief, FDD, feels that the suggestion is impracticable for the following reasons:

a. "U. S. penitentiaries detain large numbers of prisoners of varied racial origin and background. Many have a good speaking knowledge of the language(s) spoken by their parents but come from environments in which only the dialect forms are spoken and their knowledge is limited to this speech. It is the great exception where these prisoners have sufficient grammatical ability to enable them to translate from the written language into acceptable English. The number who have an intellectual level sufficient to produce anything usable for government is too small to consider."

NOTE:

Disapproval of this suggestion seems indicated by the foregoing comments.

~~CONFIDENTIAL~~

Approved For Release 2000/08/07 : CIA-RDP80-00832A000100020001-3

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chairman, Efficiency Awards Committee

FROM : Secretary, Efficiency Awards Committee

SUBJECT: Award for Superior Accomplishment

REFERENCE: CIA Regulation [REDACTED] 25X1A

DATE: 15 January 1953

25X1A

25X1A

1. Agency Regulation [REDACTED] and supporting document from the Assistant Director for Operations recommending the granting of a within-grade pay increase as an award to [REDACTED] for superior accomplishment have been reviewed to determine compliance with the standards set forth in the above reference. [REDACTED] compensation is less than the maximum rate for his grade. He has received no previous advancement as an award during the past 78 weeks--the prescribed waiting period for a normal periodic pay raise.

25X1A

2. Standards - To merit an award for Superior Accomplishment, an employee's performance must meet one of the tests prescribed by Paragraph E (2) of the Regulation. The memorandum from the Assistant Director for Operations presents evidence which can be considered as coming within the provisions of Paragraph E (2) (a) and (c).

25X1A

3. If the Committee favorably considers an award for Superior Accomplishment for [REDACTED], his salary will be increased from \$7040 to 7240 per annum.

FOR THE CHAIRMAN, EFFICIENCY AWARDS COMMITTEE

25X1A

~~CONFIDENTIAL~~
SECURITY INFORMATION

Next 1 Page(s) In Document Exempt

25X1A

A. Information about the Suggestor:

[REDACTED] OCD, Machine Division, Office of the Chief, GS-4

B. Summary of the Suggestion:

Type on the reverse side of the tissues used for carbon copies in preparing memoranda or letters of more than one page in length.

C. Present Method:

At the present time only one side of the tissues is used in typing up carbon copies.

D. Proposed Method:

Whenever letters or memoranda more than one page in length are prepared, "Instead of using fresh tissue paper for the second page, however, merely reverse the tissues so that you are typing on the back of the tissues used for the first page."

E. Estimated Savings:

The suggestor states that, "In any Government Agency usually from six to ten copies are necessary for each letter and therefore on all letters running two pages or more the savings would be noticeable--- Perhaps most important of all, this method is time saving for the typist--- Incidentally, not only are time, motions, and space saved, but the secretary will not have second pages lost in the files."

F. Evaluation:

The Organization & Methods Service has prepared the following evaluation:

1. The subject suggestion may have merit in individual cases where special filing and volume problems exist. However, the following points militate against the adoption of this practice on an Agency-wide basis:

a. Reverse copy on onion tissue is more difficult to read than when typed on one side only. Those suffering from sub-standard vision would find it extremely painful to wade through a considerable volume of this sort of copy.

b. Erasures are difficult to make.

c. Only the original could be photocopied.

d. The present lack of standardization regarding the binding of correspondence would make either top binding or side binding systems obsolete.

RESTRICTED
Security Information

e. The bulk of correspondence cost involves expenses other than paper and any savings would be microscopic in character.

f. It has been my observation that those who have tried this system previously elsewhere have soon discarded it as being impractical

2. Disapproval of this suggestion is recommended.

3. This suggestion was considered by the Committee at its last meeting and the decision at that time was to defer consideration of the suggestion until a further evaluation could be made. In accordance with the Committee's determination the suggestion was submitted to the Chief, Records Management and Distribution Branch. He does not recommend adoption for the following reasons:

a. That the savings in paper would be more than offset by the difficulty incurred in making erasures.

b. That typing on both sides of tissue copies presents a very difficult technical problem when necessary to microfilm the file copies for the vital materials program or space reduction purposes.

c. The figures on carbon copies become increasingly fuzzy with the number of copies made. Typing on the back of the tissue would decrease the number of legible copies that can be made. The suggestor indicates that 6 to 10 copies are necessary for each letter and it seems doubtful that even the 6th copy would be legible if typed on both sides.

NOTE:

Disapproval of this suggestion seems indicated by the foregoing comments.

RESTRICTED
Security Information